



OFFICE OF THE DEAN

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
F. EDWARD HÉBERT SCHOOL OF MEDICINE
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799
<http://www.usuhs.mil>



Office of the Dean
School of Medicine
SOM-DPM-002-09
December 9, 2009

MEMORANDUM FOR SCHOOL OF MEDICINE FACULTY

SUBJECT: Appointment, Promotions, and Tenure of Faculty Instruction

A. Purpose. This memorandum intends to clarify the School of Medicine (SOM) policy on the reinstatement of uniformed members and non-billeted civilians to faculty positions.

B. References. See Enclosure 1.

C. Applicability. This memorandum applies to SOM faculty.

D. Policy. USUHS Instruction 1100, Enclosure 3, "Procedures – F. Edward Hebert School of Medicine," outlines the policy and procedures for making academic appointments. The following guidance is provided regarding reinstatement to faculty positions:

1. Reinstatement of uniformed members to a faculty position, section 1.3.4, is revised to read:

1.3.4 Subject to a request from the appropriate Chair and approval by the DEN, uniformed services personnel who terminated their appointments upon leaving the university and are returning to USUHS with-in five years from their departure date as a uniformed member of the faculty ordinarily will be re-appointed at an academic rank not less than that previously held. For reinstatement of a uniformed member who has been separated for more than five years, the request must be initiated by the department Chair and concurred by the Dean and CAPT Chair. If the CAPT Chair nonconcurs, the department Chair may request reconsideration of the reinstatement request by the full CAPT. If the appointment is for an academic rank higher than the rank held at the time of departure from the USUHS, CAPT review will be required. This rule does not apply to individuals who held an appointment while on active duty and are seeking a new civilian appointment. These individuals must comply with the regulations concerning new Federal civilian appointments.

1.3.4.1 Documentation Package: The appropriate department will forward to CHR a completed "Request for Civilian or Military Faculty Action" (USUHS Form 107) and the following documents:

- A request memorandum from the Chair that delineates the associated duties and responsibilities, the relevant aspects of the individual's career, credentials, and scholarly/clinical activities or achievements.
- A current copy of the individual's curriculum vitae.
- Letter of recommendation - in addition to the department Chairs memorandum, the only letter of recommendation required for the reinstatement appointment is from the department Chair or division, section, or program heads. The recommendation letter will include the basis for the requested appointment.
- Additional letters of recommendation may be included

2. Reinstatement of faculty to a non-billeted civilian faculty position is added to read:

Subject to the appropriate approvals, a non-billeted faculty member who separated from USUHS and is returning to the University as a non-billeted civilian faculty member may be re-appointed at an academic rank that is not higher than the rank he or she previously held. If the appointment is for an academic rank higher than the rank previously held at the time of departure from USUHS, full CAPT review will be required. This rule does not apply to individuals who are seeking a billeted civilian faculty appointment. In this case, the individual must comply with the regulations concerning a new civilian billeted appointment and full CAPT review is required. Non-billeted faculty appointments are non-tenured.

For reinstatement of a non-billeted faculty member who has been separated for five years or less, the request must be initiated by the department Chair and approved by the Dean.

For reinstatement of a non-billeted faculty member who has been separated for more than five years, the request must be initiated by the department Chair and concurred by the Dean and CAPT Chair. If the CAPT Chair nonconcurs, the department Chair may request reconsideration of the reinstatement request by the full CAPT.

Documentation Package: The appropriate department will forward to CHR a completed "Request for Civilian or Military Faculty Action" (USUHS Form 107) and the following documents:

- A request memorandum from the Chair that delineates the associated duties and responsibilities, the relevant aspects of the individual's career, credentials, and scholarly/clinical activities or achievements.
- A current copy of the individual's curriculum vitae.
- Letter of recommendation - in addition to the department Chairs memorandum, the only letter of recommendation required for the reinstatement appointment is from the department Chair or division, section, or program heads. The recommendation letter will include the basis for the requested appointment.
- Additional letters of recommendation may be included.


Larry W. Laughlin, M.D., Ph.D.
Dean, School of Medicine

Enclosures:

1. References

REFERENCES

- (a) USUHS Instruction 1100, "Appointments, Promotion, and Tenure of Faculty," dated January 17, 2009